
City of Canandaigua CSC Task Force

Meeting Minutes

Location: City Hall

Date: April 11, 2019

Time: 6:30-7:30 pm

Present:

Suzette van der Sterre, CSC Task Force Chair

Rob Richardson, Assistant City Manager, CSC Task Force Coordinator

Maria Bucci

Erich Dittmar

Lauren Dittmar

Chris Glattly

Laura Kenyon

Thomas Lyon

David Poteet

Karen White

Not Present:

Ryan Wilmer

1. Welcome

2. Buffer in a Bag Report—Maria Bucci

- All materials (application, fact sheet, and leave behind letter) have been distributed to property owners along Sucker Brook (40-50 properties in total).
- A few applications were submitted by interested property owners with the help of CSC members.
- The effort made to get the word out this year will hopefully lay some of the groundwork for more submissions next year, assuming that the DEC will be offering the same program.

3. City Report—Rob Richardson

- Rob will work on setting up a Casella site tour for Task Force members.
- Chris suggested a future visit to Community Compost Program in Clifton Springs.
- There was some discussion among members about the possibility of announcing monthly updates at the City's Environmental Committee meetings, since this task force is considered a sub-committee. This would be in addition to quarterly reports at City Council meetings, so that there is greater/more frequent updates to City Councilmembers on the status of CSC projects, etc. Rob will look into whether he can make it a permanent item on the Environmental Committee meeting agenda for the future.

4. CSC Purposes and Procedures

- Reviewed purpose as stated in the Climate Smart Communities Manual
 - The task force will act as an advisory board or steering committee, to advise the local government in its climate actions. (Climate Smart Communities Certification Manual, p. 1-2)
 - The task force will service three purposes: to help the local government define the objectives of the process to develop the climate action plan (or related plan), to contribute technical expertise and other resources to help the local government complete the plan, and to assist with engagement of the public in the creation and implementation of the plan. (Climate Smart Communities Certification Manual, p. 1-3)
- Discuss procedures to submit and move forward with action items
 - Meetings need to be strategic/effective/efficient.
 - All action items to be proposed at least a week before each meeting so it can be included in the agenda. (Agenda is put out to members the Friday before each meeting)
 - Supporting documents
 - Discussion
 - Motion to move forward

5. Climate Action Plan and Long-term Goals

- Discuss developing a Climate Action Plan—PE2: Inventory emissions, set goals, and plan for climate action.
 - Government Operations GHG Inventory
 - Community GHG Inventory
 - Government Operations Climate Action Plan
 - Community Climate Action Plan
- After discussion about which actions the task force should move forward with next, all agreed that it made the most sense to take care of all Inventories first. Additionally, the point was made that the Climate Vulnerability Assessment (PE7) might be better to move forward with after the Census is updated.
- Thomas motioned to move forward with the following Action Items to be the primary goals at this time:
 - PE2: Community GHG Inventory
 - PE2: Government Operations GHG Inventory

- PE6: Natural Resources Inventory
- Rob will begin to look into what will be required (software, etc.) to proceed.
- Short-Term Goal Brainstorming (Rob will review the Action Item Requirements for each)
 - Green Vendor Fair
 - Zero Emission Parade (July 4)
 - Green Car Show (Wegmans?)
 - Network Building
 - Zero Waste Events Requirements
 - Outreach to Local Organizations about Climate Smart Initiatives
 - 'CSC Approved' Sticker/Benchmark
 - City-led Climate Smart Actions—higher visibility of downtown recycling, composting bins at government buildings
 - Recycling PR Campaign—increase participation, knowledge
 - Educational Booth @ Downtown Art and Music Festival
 - Curbside Compost Pick-up
 - Downtown Composting Bins/Service for Businesses
 - Community Garden

6. Upcoming Events and Meetings

- Monday, April 22 (10am-9pm): Earthapalooza Earth Day Event at Wood Library
- Thursday, May 9 (5:30-6:30pm) at Wood Library: Joint meeting with Wood Library Green Team (debrief after Earthapalooza Event)
- Wednesday, June 12 (6:30-7:30pm) at Wood Library